

**USAID Automated Directives System**  
**ADS Chapters**  
**Transmittal Memorandum**  
**ADS CD No. 19**

This Transmittal Memorandum (TM), which accompanies each release of the Agency's Automated Directives System Compact Disk (ADS CD), is a reference guide designed to aid the user.

The ADS CD Number 19, contains the complete set of Agency directives. The content of this CD consists of the following:

- (a) Automated Directives System (ADS) chapters;
- (b) Those USAID Handbooks (HB) that are still valid, which include the following:
  - 1) HB 1
  - 2) HB 18, PT III, Chapter 13;
  - 3) The Codes from HB 18;
  - 4) ALL chapters of HB 19 excluding chapters 1D and 16;
  - 5) HB 20 Chapter 7 and Chapter 10;
  - 7) HB 21-2: Records Management Supplement - Records Disposition Schedule
  - 8) HB 23 Chapters 3, 10, and 11 are still active Agency directives; and
  - 9) Various chapters within handbooks 24 through 32.
- (c) Interim Updates;
- (d) Mandatory (Required) References; and
- (e) Supplementary (Optional) References.

Since the release of ADS CD 18 several new ADS chapters, References, and Interim Updates (Policy Notices) were created, revised, or removed.

In response to customer feedback, we will continue to create three separate Transmittal Memorandums for each ADS CD. This particular TM (The ADS TM) cites which ADS chapters are new or were updated (i.e., new policy and procedures and/or editorial changes) and provides the reader with a complete list of cleared ADS chapters for ADS CD 19. The second TM (Handbook TM) cites the status of each handbook and chapter. Finally, the third, Interim Update TM, provides the reader with a detailed list of which Interim Updates (i.e., Policy Notices) are new or no longer applicable.

The chapters listed within this TM are categorized by the Functional Series in which they reside. A brief summary describing and/or a numeric list citing the new policy and procedures within each chapter is found in the primary \_00 chapter for each Functional Series (i.e., ADS Chapters 100, 200, 300, 400, 500, or 600). Additionally, the specific points of contact for each ADS chapter are cited within these chapters.

ADS Chapters can also be found on the USAID Internet ADS web site  
< <http://www.usaid.gov/pubs/ads> > and the USAID intranet web site  
< <http://inside.usaid.gov/ADS> >

This TM has two sections: Section I lists the new or revised ADS chapters found on this CD. Section II is the complete list of cleared ADS chapters for this CD.

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## **Section I - New or Revised ADS Chapters for ADS CD 19**

### **SERIES 100 - ORGANIZATIONAL & EXECUTIVE MANAGEMENT**

<b>Chapter Number</b>	<b>Responsible Office(s)</b>
101-102	M/HR/PPIM/PP
103	GC/LP
104	M/HR/PPIM/PP
105	M/MPI/MC
106	GC/LP

#### **Revised Chapter**

#### **Chapter 103, Delegations of Authority**

ADS chapter 103 was revised substantively in section 103.3.10.2 and revised editorially throughout the chapter.

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### **SERIES 200 - PROGRAM ASSISTANCE**

<b>Chapter Number</b>	<b>Responsible Office(s)</b>
201-203	PPC/PC
204	PPC/SPG
205	Reserved
206	PPC/PC
207-209	Reserved
210	PPC/PDC
211-215	Reserved

216	PPC/PDC
217-218	Reserved
219	PPC/PDC
220-249	Reserved
250	G/ENV/UP
251	BHR/OFDA
252	Reserved
253	G/HCD

### **New and Revised Chapters**

#### **Chapter 253, Training for Development**

Chapter 253 was revised editorially and substantively. Sections 253.5.2, E253.5.2e, E253.5.2f, E253.5.3, 253.5.6c, and 253.5.6e were substantively modified.

The Chapter 253 Mandatory Reference, Detailed Guide for Training Results, has been revised editorially and substantively throughout.

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### **SERIES 300 - ACQUISITION & ASSISTANCE AGREEMENT**

<b>Chapter Number</b>	<b>Responsible Office(s)</b>
301 - 331	M/OP/POL
350	GC/LP

### **Revised Chapters**

#### **Chapter 302, USAID Direct Contracting**

This chapter was updated to add a Mandatory Reference, Guidebook for Managers and CTOs on Acquisition and Assistance.

#### **Chapter 303, Grants and Cooperative Agreements to Non-Governmental Organizations**

This chapter has been revised substantively and editorially throughout. Sections 303.3, E303.5.4b, 303.5.5, 303.5.5a, 303.5.7, E303.5.7, 303.5.10q, 303.5.11a, E303.5.12a, E303.5.12b, 303.6, and 303.7 were substantially revised.

Interim Update #7 from Series 300 "Guidelines for Expanded Assistance Authority for Mission Directors was incorporated into this chapter.

A new Mandatory Reference was added, Guidance on Funding Foreign Government Delegations to International Conferences

The Supplementary Reference for Chapter 303, Sample Award Format and Schedule, has been revised substantively and editorially throughout.

The Supplementary Reference for Chapter 303, Guidelines for Expanded Assistance Authority for Mission Directors, is new.

### **Chapter 306, InterAgency Agreements**

A new Mandatory Reference was added, Guidance on Funding Foreign Government Delegations to International Conferences

### **Chapter 308, Grants and Cooperative Agreements with Public International Organizations**

A new Mandatory Reference was added, Guidance on Funding Foreign Government Delegations to International Conferences

### **Chapter 314, Eligibility of Delivery Services**

Chapter 314 has been reformatted. Please note that the title is **Eligibility of Delivery Services**. There was a title discrepancy on the last CD.

### **Chapter 320, Marking**

This chapter was revised editorially for ADS CD 19. Additionally, the chapter format was completely revised.

### **Chapter 350, Grants to Foreign Governments**

Chapter 350 has been updated to add a new mandatory reference, Guidance on Funding Foreign Government Delegations to International Conferences and to remove old asterisks and bold from the chapter.

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## **SERIES 400 - PERSONNEL**

M/HR/PPIM/PP is the office responsible for Functional Series 400. Please visit the ADS intranet web site for the most recent version of M/HR ADS chapters.

### **Revised Chapter**

### **Chapter 463, Foreign Service Boards**

This chapter was revised substantively and editorially in its entirety.

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## **SERIES 500 - MANAGEMENT SERVICES**

<b>Chapter Number</b>	<b>Responsible Office(s)</b>
501-511	M/AS/IRD
512-513	M/AS/CPD
514	M/AS/OD
	516 M/OP chapter renumbered and reassigned to Series 300, See ADS chapter 316.
517-518	Reserved
519	M/AS/CPD
520-525	M/AS/TT
526-539	M/AS/OMS
540	PPC/CDIE/DIO
541-544	M/AA/CIO
545-549	M/IRM/PMA
550	M/AA/CIO
551	M/IRM/PMA
552	M/IRM/PMA
553-560	LPA/ADM
561-570	SEC
571	M/FM/PPC – Renumbered and Moved to Series 600
572-576	Reserved
577	M/FM/PPC - Renumbered and Moved to Series 600
578-580	Reserved
581 and 583	M/FM/PPC - Renumbered and Moved to Series 600
582, 584-589	Reserved
590	IG/A/HLC
591-593	M/MPI/MIC & IG/A/HLC
594	IG/A/HLC
595	Reserved
596	M/MPI/MIC

### **Revised Chapters**

#### **Chapter 501, The Automated Directives System (ADS)**

ADS 501 was editorially revised. Two Mandatory References 1) ADS Chapter Numbering and 2) List of ADS Author Offices were updated. One Additional Help document, List of Cleared ADS Chapters for ADS CD 19, was updated.

#### **Chapter 522, Performance of Temporary Duty Travel in the U.S. and Abroad**

Chapter 522 has been updated to add a new mandatory reference and to remove old asterisks and bold from the chapter.

## **Chapter 527, Functions of the Mission Executive Office**

This chapter was revised editorially.

## **Chapter 537, Tort Claims - Domestic or Foreign; Professional Liability Insurance for Employees; Indemnification of Employees; and Representation of Employees by the Department of Justice or Private Counsel at Government Expense**

ADS Chapter 537 was revised in sections

*537.1	OVERVIEW
*537.2	PRIMARY RESPONSIBILITIES
*537.3.1.1	Validity and Settlement of Tort Claims
*537.3.1.6	Processing of Tort Claims
*537.3.1.7	Payment of Tort Claims
*537.3.2	Professional Liability Insurance
*537.3.2.1	Reimbursement Procedures
*537.3.2.2	Eligible Employees
*537.3.2.3	Funding
*537.3.3	Indemnification of Employees
*537.3.4	Representation of Employees by the Department of Justice or Private Counsel at Government Expense
537.4	MANDATORY REFERENCES

## **Chapter 541, Information Management**

Chapter 541 was revised editorially for ADS CD 19

## **Chapter 545, Automated Information Systems Security**

ADS 545 has been revised throughout both editorially and substantively.

## **Chapter 552, Classified Automated Information Systems Security**

All of the information in Chapter 552 was pulled from ADS 545. The sections that have an asterisk, are new for ADS CD 19.

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## **Series 600 - BUDGET AND FINANCE**

<b>Chapter Number</b>	<b>Responsible Office(s)</b>
601	M/B/SB
602	M/B/PA
621	M/FM/PPC

633	M/FM/PPC
627	M/FM/PPC
636	M/FM/PPC

## **New and Revised Chapters**

### **Chapter 621, Obligations (Formerly ADS 571)**

This chapter was revised both editorially and substantively throughout.

### **Chapter 628, Gifts and Donations and Dollar Trust Fund Management**

Chapter 628 is a new chapter

ADS 628 has several new Supplementary References:

- Suggested Formats for Accepting Conditional and Unconditional Gifts.
- Suggested Format for Receipt of In Kind Gifts.
- Suggested Format for Section 607(a) Determinations.
- Sample Gift Acceptance Letter.
- Additional Guidance on FSN Separation Pay Trust Fund, Formerly Controller Bulletin 14C (Revised 11/1999).

### **Chapter 631, Accrued Expenditures**

This is a new ADS Chapter with references.

### **Chapter 633, Financial Management Aspects of Temporary Duty Travel (TDY)**

Chapter 633, Financial Management Aspects of Temporary Duty Travel (TDY), was revised substantively and editorially.

### **Chapter 636, Program Funded Advances (Formerly ADS 583)**

Chapter 636 had one substantive change in section 636.5.2a.

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## **Section II - List of Cleared ADS Chapters on CD 19**

An asterisk (\*) denotes that the chapter is either new or was revised in some way, editorial and/or substantive. See the ADS Transmittal Memorandum for the specifics.

## **SERIES 100: ORGANIZATION AND EXECUTIVE MANAGEMENT**

101            AGENCY PROGRAMS AND FUNCTIONS

102	AGENCY ORGANIZATION
*103	DELEGATIONS OF AUTHORITY
104	PERFORMANCE OF COMMERCIAL ACTIVITIES WITHIN USAID
105	COMMITTEE MANAGEMENT
106	ORDER OF SUCCESSION DURING A NATIONAL SECURITY EMERGENCY

## **SERIES 200: USAID PROGRAMS**

201	MANAGING FOR RESULTS: STRATEGIC PLANNING
202	MANAGING FOR RESULTS: ACHIEVING
203	MANAGING FOR RESULTS: MONITORING AND EVALUATING PERFORMANCE
204	ENVIRONMENTAL PROCEDURES
205	RESERVED
206	PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS
207 - 209	RESERVED
210	TOBACCO POLICY
211 - 215	RESERVED
216	USAID HIGHER EDUCATION COMMUNITY PARTNERSHIP
217 - 218	RESERVED
219	MICROENTERPRISE DEVELOPMENT
220 - 249	RESERVED
250	URBAN AND ENVIRONMENT CREDIT (HOUSING GUARANTY) PROGRAM
251	INTERNATIONAL DISASTER ASSISTANCE
252	RESERVED
*253	TRAINING FOR DEVELOPMENT IMPACT

## **SERIES 300: ACQUISITION AND ASSISTANCE**

301	RESPONSIBILITY FOR PROCUREMENT
*302	USAID DIRECT CONTRACTING
*303	GRANTS AND COOPERATIVE AGREEMENTS TO NON-GOVERNMENTAL ORGANIZATIONS
304	CHOICE OF IMPLEMENTATION INSTRUMENT
305	HOST COUNTRY CONTRACTS
*306	INTERAGENCY AGREEMENTS
307	COMMODITY IMPORT PROGRAMS
*308	GRANTS AND COOPERATIVE AGREEMENTS WITH PUBLIC INTERNATIONAL ORGANIZATIONS
309	RESERVED
310	SOURCE, ORIGIN AND NATIONALITY
311	LOCAL PROCUREMENT
312	ELIGIBILITY OF COMMODITIES

313	ELIGIBILITY OF SUPPLIERS AND CONTRACTORS
*314	TRANSPORTATION AND DELIVERY SERVICES
315	CARGO PREFERENCE
316	PROCUREMENT UNDER INTERMEDIATE CREDIT INSTITUTIONS
317	POLICY - FIXED AMOUNT REIMBURSEMENT PROCUREMENT
318	PATENT RIGHTS
319	RESERVED
*320	MARKING
321	SMALL BUSINESSES AND DISADVANTAGED ENTERPRISES
322	PROCUREMENT OF INSURANCE
323	METRIC SPECIFICATIONS
324	POST PROCUREMENT
325 - 329	RESERVED
330	SOURCE RULES FOR ADMINISTRATIVE PROCUREMENT
331	SMALL AND MICRO PURCHASES IN USAID/W
*350	GRANTS TO FOREIGN GOVERNMENTS

#### **SERIES 400: PERSONNEL**

405	TELECOMMUTING
407	ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) IN THE WORKPLACE
408	ALCOHOL AND DRUG ABUSE ASSISTANCE PROGRAM
410	DRUG FREE WORKPLACE PROGRAM
412	REEMPLOYMENT RIGHTS
413	CIVIL SERVICE APPOINTMENTS AND EMPLOYMENT
415	CIVIL SERVICE TO FOREIGN SERVICE APPOINTMENT PROGRAM
418	PROMOTION AND INTERNAL PLACES
422	PERSONNEL OPERATIONS: SENIOR FOREIGN SERVICE
423	PERSONNEL OPERATIONS: SENIOR EXECUTIVE SERVICE
432	DETAILS - CIVIL AND FOREIGN SERVICE
434	DETAILS & TRANSFERS TO INTERNATIONAL ORGANIZATIONS
435	COMMISSIONS, TITLES AND RANK
437	TEMPORARY ASSIGNMENTS UNDER THE INTERGOVERNMENTAL PERSONNEL ACT
442	WORKERS' COMPENSATION PROGRAM
443	SPECIAL ASSISTANCE TO EMPLOYEES/BENEFICIARIES
446	TERMINATION DURING PROBATION - CIVIL SERVICE
452	REDUCTION IN FORCE - CIVIL SERVICE
453	FURLOUGH - CIVIL SERVICE AND FOREIGN SERVICE
454	REDUCTION IN FORCE - FOREIGN SERVICE
455	REDUCTION IN FORCE IN THE SENIOR EXECUTIVE SERVICE
456	PERSONNEL OPERATIONS: POSITION CLASSIFICATION
459	INTERNATIONAL DEVELOPMENT INTERN (IDI)
460	PRESIDENTIAL MANAGEMENT INTERN (PMI)

462	EMPLOYEE EVALUATION PROGRAM
*463	FOREIGN SERVICE BOARDS
468	FOREIGN SERVICE (FS) PERSONNEL RECRUITMENT
469	CIVIL SERVICE PERSONNEL RECRUITMENT
471	PAY UNDER THE GENERAL SCHEDULE
472	PREMIUM COMPENSATION
473	PREVAILING RATE - WAGE GRADE
474	CIVIL SERVICE SALARY AND GRADE RETENTION
476	BENEFITS
477	ALLOWANCES AND DIFFERENTIALS
478	PAYMENTS TO MISSING EMPLOYEES
479	HOURS OF DUTY
480	LEAVE
481	FAMILY AND MEDICAL LEAVE (FML)
482	VOLUNTARY LEAVE TRANSFER PROGRAM
485	DISCIPLINARY ACTION - FOREIGN SERVICE
486	GRIEVANCES - FOREIGN SERVICE
487	DISCIPLINARY AND ADVERSE ACTIONS BASED ON MISCONDUCT - CIVIL SERVICE
489	PERFROMANCE BASED ACTIONS – CIVIL SERVICE
490	AGENCY ADMINISTRATIVE GRIEVANCE PROCEDURE
494	CIVIL SERVICE RETIREMENT
495	FOREIGN SERVICE NATIONAL PERSONNEL ADMINISTRATION
496	FSN EMERGENCY HEALTH & ACCIDENT INSURANCE
499	OVERSEAS EMPLOYMENT PROGRAM

## **SERIES 500: MANAGEMENT SERVICES**

*501	AUTOMATED DIRECTIVES SYSTEM
502	THE USAID RECORDS MANAGEMENT PROGRAM
503	CORRESPONDENCE MANAGEMENT
504	RESERVED
505	FORMS MANAGEMENT SERVICES
506	REPORTS MANAGEMENT
507	FREEDOM OF INFORMATION ACT
508	PRIVACY ACT - 1974
509	CREATING, ALTERING, OR TERMINATING A SYSTEM OF RECORDS (RECORDS PERTAINING TO INDIVIDUALS)
510	MANDATORY CLASSIFICATION REVIEW
511	RESERVED
512	AGENCY PRINTING AND GRAPHIC SERVICES
513	MAIL MANAGEMENT
514	PARKING PROGRAM ADMINISTRATION
515	RESERVED
516	RESERVED - SEE ADS 331

517	RESERVED
518	RESERVED
519	BUILDING SERVICES
520	RESERVED
521	RESERVED
*522	PERFORMANCE OF TEMPORARY DUTY TRAVEL IN THE U.S. AND ABROAD
523	FOREIGN SERVICE ASSIGNMENT TRAVEL
524	ENTITLEMENT FOR DOMESTIC RELOCATION
525	SEPARATION/RETIREMENT TRAVEL FOR FOREIGN SERVICE EMPLOYEES
526	USAID GUEST HOUSE SERVICES
*527	FUNCTIONS OF THE MISSION EXECUTIVE OFFICE
528	ENERGY MANAGEMENT AND PLANNING PROGRAM FOR USAID BUILDINGS
529	SAFETY PROGRAM
530	EMERGENCY PLANNING OVERSEAS
531	CONTINUITY OF OPERATIONS PROGRAM
532	EMPLOYEE OPERATED SERVICES AND FACILITIES
533	PURCHASING FOR USAID's OVERSEAS ACTIVITIES
534	PERSONAL PROPERTY MANAGEMENT OVERSEAS
535	REAL PROPERTY MANAGEMENT OVERSEAS
536	USE AND CONTROL OF OFFICIAL VEHICLES
*537	TORT CLAIMS - DOMESTIC OR FOREIGN
538	PROCUREMENT OF LEGAL SERVICES ABROAD
539	OVERSEAS SCHOOLS PROGRAM
540	USAID DEVELOPMENT EXPERIENCE INFORMATION AND REFERENCE SERVICES
*541	INFORMATION MANAGEMENT
542	PLANNING AND BUDGETING FOR FEDERAL INFORMATION PROCESSING (FIP) RESOURCES
543	CORPORATE INFORMATION SYSTEMS
544	TECHNICAL ARCHITECTURE DESIGN, DEVELOPMENT, AND MANAGEMENT
*545	AUTOMATED INFORMATION SYSTEMS SECURITY
546	ACQUISITION OF OPERATING EXPENSE (OE)-FUNDED INFORMATION TECHNOLOGY (IT) RESOURCES
547	PROPERTY MANAGEMENT OF FEDERAL INFORMATION PROCESSING (FIP) RESOURCES
548	PROGRAM-FUNDED INFORMATION TECHNOLOGY
549	TELECOMMUNICATIONS MANAGEMENT
550	END-USER APPLICATIONS
551	DATA ADMINISTRATION
*552	CLASSIFIED AUTOMATED INFORMATION SYSTEMS SECURITY
553	CONGRESSIONAL INQUIRIES

554	CONGRESSIONAL WITNESSES
555	CONGRESSIONAL DELEGATIONS
556	CONGRESSIONAL REPORTS
557	PUBLIC INFORMATION
558	PUBLIC ACTIVITY
559	INQUIRIES FROM THE NEWS MEDIA
560	NEWS RELEASES AND SERVICES
561	SECURITY RESPONSIBILITIES
562	PHYSICAL SECURITY PROGRAMS
563	ARMORED VEHICLE PROGRAM
564	SECURITY COMMUNICATIONS
565	PHYSICAL SECURITY PROGRAMS (DOMESTIC)
566	U.S. DIRECT-HIRE AND PASA/RSSA PERSONNEL SECURITY PROGRAM
567	CLASSIFIED CONTRACT SECURITY AND CONTRACTOR PERSONNEL SECURITY PROGRAM
568	NATIONAL SECURITY INFORMATION AND COUNTERINTELLIGENCE SECURITY PROGRAM
569-589	RESERVED [571, OBLIGATIONS; 577, FINANCIAL MANAGEMENT ASPECTS OF TEMPORARY DUTY TRAVEL (TDY); 581, LOCAL CURRENCY TRUST FUND MANAGEMENT; AND 583, PROGRAM FUNDED ADVANCES MOVED TO SERIES 600 FOR ADS CD 18.]
590	AUDIT
591	FINANCIAL AUDITS OF USAID CONTRACTORS, GRANTEES AND HOST GOVERNMENT RECIPIENTS
592	PERFORMANCE AUDIT MANAGEMENT
593	REVIEWS CONDUCTED BY THE GENERAL ACCOUNTING
594	AUDITS OF USAID's ANNUAL FINANCIAL STATEMENT
596	MANAGEMENT ACCOUNTABILITY AND CONTROL (Released as USAID General Policy Notice July 97.)

## **SERIES 600: BUDGET AND FINANCE**

601	FUNDING SOURCE POLICY
602	FORWARD FUNDING
603	FORWARD FUNDING, NON-PROGRAM FUNDS
*621	OBLIGATIONS
627	LOCAL CURRENCY TRUST FUND MANAGEMENT
*628	GIFTS AND DONATIONS AND DOLLAR TRUST FUND MANAGEMENT
*631	ACCRUED EXPENDITURES
*633	FINANCIAL MANAGEMENT ASPECTS OF TEMPORARY DUTY TRAVEL (TDY)
*636	PROGRAM FUNDED ADVANCES

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